



Gila County Community Services Division

5515 S. Apache Ave. Suite 200, Globe, AZ 85501

Phone: (928) 425-7631

"Unite low-income residents and community resources to overcome the challenges of poverty."

Gila County Community Action Program Advisory Board

Meeting Minutes

August 16, 2018

I. Call to Order/Welcome

The Gila County Community Action Program (CAP) Advisory Board (herein referred to as "Board") met in annual session at 10:00 a.m. at Mazatzal Casino Cedar Ridge Restaurant Conference Room, 30 Loop Street, Payson, AZ. 85541. Chairman Cody Newman called the meeting to order at 10:06 a.m.

II. Roll Call and Introductions

Present: Cody Newman (Chairman), Annie Hinojos (Secretary), Vicky Quesada, Margret Celix, Nolberto (Chuco) Waddell.

Excused Absent: Mario Villegas, Audrey Opitz.

Via teleconference: Michael Black (Vice-Chairman).

Guests/Staff: Malissa Buzan, Dorine Prine, Allison Torres, Elsa Bobier and Chuck Proudfoot.

Ms. Prine introduced Chuck Proudfoot. Mr. Proudfoot is from Payson and will be the new Public Sector member on the Board who is a representative of the Gila County Board of Supervisors (BOS). His approval is on the August 20, 2018 agenda for the BOS. He has agreed to conduct the Community Assessment Needs Focus Group in Payson on August 21, 2018. Mr. Proudfoot retired April 1, 2018 as the Pastor of the Community Presbyterian Church in Payson. Currently, he is on the board of First Things First for the Gila Region, Payson Area Food Drive coordinator, was chairman for three years with Habitat for Humanity, has worked with Inter-Agencies in Illinois and South Dakota (when the Inter-Agency was started with the Reagan Law), active in National Church, works primarily with communications, and his hobbies are trains. Ms. Prine informed the Board that the Inter-Agency meeting in Globe is called the Southern Gila County Network Team; in Payson, it's called the Inter-Agency meeting. Both meetings consist of organizations, agencies, businesses, and service people that come together to share ideas and resources. Due to the joint effort with Mr. Proudfoot, the Inter-Agency meeting in Payson has grown tremendously. There were 28 agencies and 34 people at the last Payson Inter-Agency meeting on August 9, 2018.

III. Information/Discussion/Action to approve the CAP Advisory Board's May 18, 2018 meeting minutes.

Upon motion by Michael Black, seconded by Annie Hinojos, the Board unanimously approved the May 18, 2018 meeting minutes.

IV. Information/Discussion/Action to approve the 4th quarter financial report.

Upon motion by Ms. Hinojos, seconded by Ms. Quesada, the Board unanimously approved the 4th quarter financial report for the period April 2018 through June 2018.

Ms. Prine informed the Board that CAP exhausted all funding for the last quarter, which was the end of the Fiscal Year (FY) 2018. Total households approved were 592. Ms. Prine described the allotment form handout, which shows the amounts from July 1, 2018 through June 30, 2019. She explained the total award amounts are divided by 12 months, divided evenly between the Globe and Payson offices, and then recalculated each month. Since CAP has utility funding, we normally use Temporary Assistance for Needy Families (TANF) and Department of Economic Security (DES) Voucher for rental assistance. TANF is used when there is a child in the home under the age of 18. Ms. Prine went over the funding guidelines for Arizona Public Service (APS) and Low Income Home Energy Assistance Program (LIHEAP). Gila County Other funding is only used for an emergency and must be approved by Malissa Buzan or Dorine Prine. Ms. Prine explained that, besides assisting the clients with rental or utility assistance, we inform clients about other resources in the community. Some of those resources are St. Vincent de Paul, Salvation Army, Dolly Parton Library, Women, Infant & Children (WIC), Food Box programs, and Kaitie's Closet. We also have a list of the low-income apartments and mobile home RV trailer parks. We assist the clients to enroll for utility company discount programs, food stamps, and for the free government cell phone.

V. Information/Discussion/Action to approve an amendment to the CAP Advisory Board By-Laws SFY 2018 to Article III, Section I G, New Member Orientation that is subject to final approval of the Gila County Board of Supervisors.

Ms. Prine explained that the Organization Standards are issued from the Federal Office of Community Services (OCS) and that we must be in compliance with them. The current by-laws states in Article III, Section I G, "Members are expected to assist each other in orientation and education related to Advisory Board responsibilities". OCS stated this was inadequate and we needed to have a complete procedure. Ms. Prine was able to develop a procedure for new member orientation, which she presented to the board. Ms. Prine went over the Amendment Article III Advisory Board, Section 1 G, #1 through #9. Mr. Proudfoot suggested changing the wording from "a mentor may be chosen by the President" to "a mentor can be delegated by the President" and that #8, "Reviewing" to be corrected to "Reviewing". Ms. Hinojos made a motion to accept the amendment to the Board by-laws with the change to "a mentor can be delegated by the President" and to correct "reviewing" to "reviewing" and that the by-laws are subject to final approval of the Gila County Board of Supervisors. The motion was seconded by Ms. Celix. The amended by-laws were unanimously approved.

VI. Acknowledgement of Energy Awareness PowerPoint presentation.

Ms. Prine thanked Allison Torres for the hard work of designing and updating the Energy Awareness PowerPoint presentation. This presentation is part of the Seminar Attendance that our clients view during case management. Upon viewing the presentation, the client must sign the Seminar Attendance form.

Ms. Torres provided the Energy Awareness PowerPoint and discussed each slide. A brief conversation followed the presentation. Ms. Buzan would like to possibly provide carbon monoxide detectors to our clients. Ms. Prine will provide the number of clients we assisted last quarter.

VII. Acknowledgement of Financial Literacy PowerPoint presentation.

Ms. Prine thanked Allison Torres for the hard work of designing and updating the Financial Literacy PowerPoint presentation. This presentation is part of the Seminar Attendance that our clients view during case management. Upon viewing the presentation, the client must sign the Seminar Attendance form.

Ms. Torres provided the Financial Literacy PowerPoint and discussed each slide. A brief conversation followed the presentation.

VIII. Reports/Updates

A. Chair's Report (Cody Newman)

Mr. Newman thanked everyone that attended Arizona Community Action Association (ACAA) annual conference.

B. Director's Report (Malissa Buzan)

Ms. Buzan introduced herself to Chuck Proudfoot and explained some of the services Gila County Community Action Program has to offer such as General Equivalency Diploma (GED) classes, Workforce Development, Weatherization, Gila Employment and Special Training (GEST), Section 8, rental and utility assistance. The main goal is to get people out of poverty and not just to fix their emergency crisis. At the Federal level, we have maintained our budget status and we are even. At the state level, DES has a new Director, Michael Traylor, who came from the Arizona Department of Housing. In Globe, we have a new fiscal manager, Lisa Wilckens, who has 15 years of experience in the County Finance Department.

C. Coordinator's Report (Dorine Prine)

1. Customer Satisfaction Data Report (handout)

Ms. Prine briefly discussed the customer satisfaction data report. Ms. Prine stated the numbers were low because it was the end of the fiscal year; that caused a decrease in services provided to the residents.

2. CAP Success Story (handout)

Ms. Torres read aloud the CAP success story from the Globe area. The client had been laid off after 12 years with the same organization. Her daughter and young granddaughter had moved in with her. She was the only source of income in the household. Her unemployment insurance benefits had been exhausted. After much searching she was able to find a job that was training her to potentially be an office manager with a stable company. The CAP office was able to assist with rent and utility assistance. With our client's determination, new employment, and support from the CAP program, she will be able to get back on track and recover from her financial crisis.

Elsa Bobier read aloud the CAP success story from the Payson area. The client is a single mother living with her three young children. She was struggling financially after child support suddenly stopped. Her son had a medical life-threatening emergency that forced her to resign her full-time job in town. She was able to find a job working weekends out of town. By the time she came to CAP, her propane had been turned off for three months, she was facing eviction and her electricity was about to be disconnected. The CAP office was able to pay her rent, turn on her propane and prevent her electric from being disconnected. With her rent and utilities current, plus the child support that she just started to receive again, and with her weekend job, she will be able to support her family and be by her son's side as he continues his recovery.

3. Community Needs Assessment progress

Ms. Prine explained to the Board that the Community Needs Assessment is completed every three years and it is what drives CAP. The Strategic Plan and CAP Plan are based on the outcomes from the Community Needs Assessment. Ms. Prine thanked Annie Hinojos for conducting the Focus Group in the Hayden area. Ms. Hinojos stated the main concerns from their Focus Group were lack of medical care, transportation and police protection. We have a total of 284 completed surveys so far. The survey closes August 31, 2018.

4. Review of Community Services Block Grant (CSBG) Information Memorandum (IM) #82

Ms. Prine referred the Board to the CSBG IM #82 Tripartite Boards issued by OCS. Ms. Prine explained that tripartite means three sections: Low Income, Public and Private. Ms. Prine explained the memorandum that details the Board's duties, responsibilities and obligations and the Board members are representative for the residents of Gila County.

5. Organizational Chart

Ms. Prine presented the Gila County Community Services Division organizational chart. She briefly discussed each department, person's name, job duties and responsibilities.

6. Mission and Vision statements

Mission Statement: Unite low-income residents and community resources to overcome the challenges of poverty.

Vision Statement: Empowering, encouraging and educating residents to achieve self-sufficiency throughout Gila County.

Ms. Prine stated that every five years, per the Organization Standards, the Board must revisit the mission and vision statements. The mission and vision statements were approved by the Board in May 2015, and due again in May 2020. If the board wants to make any changes or better define the mission statement before May 2020 please inform Ms. Prine.

7. CAP Plan State Fiscal Year (SFY) 2019
Ms. Prine informed the Board that the CAP Plan is built off the Community Needs Assessment. The CAP Plan must provide direction on how we are able to conduct the services we deliver to the residents of Gila County based on the findings of the Community Needs Assessment. Most of our reports are provided to the State (DES) who submit information to Federal entities. Ms. Prine reviewed the CAP Plan. She discussed and provided updates on the success of specific strategies included in the CAP Plan. Successes have been in areas such as obtaining General Education Diplomas (GED), employment for youth and adults, collaborations with other agencies and resources to remove barriers for individuals, housing weatherization and rehabilitation, and other areas.
8. Strategic Plan 2016-2020
Ms. Prine stated the Strategic Plan is a four-year plan and will be completed again in 2020. This is based on the Community Needs Assessment that determines the needs and barriers in the County. Then, we develop a plan outlining the steps that will be taken to provide assistance for those needs and remove or reduce the barriers. The CAP Plan shows how we will direct the services and assistance to overcome those needs and barrier. The Strategic Plan provides a way to carry out the CAP Plan and develop long range goals to meet the needs and remove the barriers.
9. Open Meeting Laws
Ms. Prine distributed a form that each board member signed. By signing the form each member acknowledges they have received and read the Open Meeting Law 101 today. Each Board member can go on-line and read the entire document. Ms. Prine explained to the Board that only topics that are on the agenda are to be discussed in the meetings. Chuck Proudfoot advised that the State has a training on Open Meeting Law module and the State will issue you a certificate once you have completed the training. Mr. Proudfoot will get more information on this. Michael Black stated the Arizona League City and Towns provides a class on Open Meeting Laws because, as a councilman, it is a requirement.
10. The department documents that each tripartite board/advisory body member has received a copy of the governing documents, within the past 2 years.
Ms. Prine informed the Board that each member has received the governing documents. The documents are located in each member's binder. Updated documents are provided to the Board members throughout the year. It is their responsibility to maintain their binders. If anyone is missing or needs additional documents, please contact Ms. Prine. There was no discussion on any of the documents.
11. The department's tripartite board/advisory body receives programmatic reports at each regular board/advisory meeting.
Ms. Prine informed the board that each member receives the various programmatic reports, financial statements, minutes, success stories, progress or setbacks of CAP. Each Board member should be aware of all proceedings within the CAP organization. There was no discussion on this topic.

IX. Call to the Public: There were no comments from the public.

There were no comments from the public.

X. Board members provide a brief summary of current events:

Margaret Celix: She is working on doing a March of Dimes walk at one of the Miami school; working on holding a community walk, possibly in the Spring of next year; serves on the Miami School Board; and involved with Court Appointment Special Advocate (CASA) for about 25 years.

Nolberto(Chuco) Waddell: He is the Vice-Mayor of Winkelman; participating in the Little League Program in Hayden/Winkelman; an announcer for the school football team; and a scorekeeper and bookkeeper for the volleyball and basketball teams.

Annie Hinojos: She has been on the town council for 24 years; Director for the Hayden Senior Center; on the Central Arizona Government (CAG); serves on the Regional Council for Pinal/Gila Resolution Committee; and an Arizona Senior Center Association member.

Cody Newman: He is a missionary headman in charge for the Latter-Day Saints Church in Strawberry; on the Strawberry School Board; Secretary for the Arizona Propane Educational Research; on the Board for the Northern Gila County Fair; Vice-President for Arizona Propane Association; a liaison for the Governor's office; and the franchise owner of Griffin's Propane.

Chuck Proudfoot: He is active with the Main Street Merchants Association; Payson Area Food Drive coordinator; a member of the Rim Country Classic Auto Club (he owns a 1955 Chevy); President of a 501c3 that is restoring a steam locomotive in Colorado; and is the Member-At-Large on the First Things First Board.

XI. Adjournment

Chairman Mr. Newman adjourned the meeting at 2:24 p.m.